

**CALIFORNIA BOARD OF ACCOUNTANCY**

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TYPE A APPLICATION MATERIALS CHECK LIST

This **Checklist** is intended to assist you with filing a complete **Type A Application – An applicant who passed the Uniform CPA Exam in California and who is applying for licensure as a CPA in California for the first time.**

All applicable items listed must be completed and submitted for your application to be processed.

**FORMS**

- ☐ Application for Certified Public Accountant License (Form 11A-5, Rev. 01/04).
- ☐ Criminal Conviction Disclosure Form (Form 11A-27, Rev. 01/04).
- ☐ **California Residents** - Live Scan Service for applicants residing in California - **Not available on the Board's Web site.**
- ☐ **Out of State Residents** - Two (2) fingerprint cards for applicants residing out-of-state - **Not available on the Board's Web site.**
- ☐ Professional Ethics Brochure from the California CPA Education Foundation - **Not available on the Board's Web site.**
- ☐ Certificate of Experience – Public Accounting (Form 11A-6, Rev. 01/04) from each public accounting employer documenting your general or attest experience
- and/or**
- ☐ Certificate of Experience – Nonpublic Accounting (Form 11A-29, Rev. 1/04) from each nonpublic accounting employer documenting your general or attest experience.

**TRANSCRIPTS/EVALUATIONS**

- ☐ **U.S. Education** - Official transcripts from all colleges or universities must be sent to this Board directly from the institution. The baccalaureate or higher degree must be posted to the transcript. All transcripts must contain a signature of the Registrar or some other official representative of the institution.
- ☐ **Foreign Education** - Applicants who attended or graduated from foreign schools must have their foreign transcripts evaluated by a Board-approved foreign credentials evaluation service. Official evaluations must be mailed to the Board directly from the Board approved foreign credentials evaluation service. For detailed information regarding foreign transcript evaluations, please refer to the publication titled *Information for Applicants for the Certified Public Accountant License*.

**DOCUMENTATION**

- ☐ Passage of the **California Professional Ethics [(PETH) Product Code PETHSS02B]** examination. The California CPA Education Foundation will notify the Board when you have successfully passed the examination.
- ☐ One (1) current 2" x 2" photograph.

**FEES**

- ☐ Application Processing Fee - \$250 (nonrefundable).
- ☐ Live Scan Fingerprint Processing Fee – Must be paid directly to the Live Scan Service for applicants residing in California
- or**
- ☐ Fingerprint Processing Fee - \$56 for applicants residing outside California (nonrefundable).

IMPORTANT!!! – YOUR APPLICATION FOR LICENSURE WILL NOT BE CONSIDERED COMPLETE UNTIL YOUR CRIMINAL HISTORY RECORD CHECK IS COMPLETED, AND ALL OTHER REQUIRED DOCUMENTATION IS RECEIVED.